

RISK ASSESSMENT of educational group visits to Roman Baths & Pump Room Manvers Street Baptist Church Lunch Facility

SERVICE: Heritage Services

DATE OF ASSESSMENT: 06/09/09

REVIEW DATE: 05/09/2010

WORK ACTIVITY/LOCATION	HAZARDS	SEVERITY RATING 1-5	LIKELIHOOD RATING 1-5	RISK RATING 1-25	SIGNIFI- CANT RISK YES/NO	CURRENT CONTROLS	REMEDIAL ACTION TAKEN WITH TIMSCALES FOR RISK CONTROL
Educational child visits to the Roman Baths & Pump Room Lunch Arrangements Manvers Street Baptist Church	1. Children becoming distressed as a result of becoming separated from their party.	2	2	2	NO	1. Educational groups are required to provide teachers or other responsible adults to accompany their charges in ratios of 1:10 for children aged 11 and under, and in a ratio of 1:15 for children aged over 12.	1. 1-5. None required whilst current controls are maintained.
	2. Teachers/leaders not exercising proper responsibility for their charges resulting in annoyance for other visitors and risk of damage to the Church Facilities	2	2	4	NO	2. Group leaders are required to sign an undertaking to take responsibility for the proper behaviour of their group on entry to the site. Any group found to be misbehaving is expelled.	
	3. Risk of interference with children by other visitors.	2	1	2	NO	3. Requirement for responsible teachers/leaders to be present in prescribed ratios	

PERSON UNDERTAKING ASSESSMENT:

ASSESSORS SIGNATURE:

DATE ACTION IMPLEMENTED:

LINE MANAGERS SIGNATURE:

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						(see 1. Above) and regular patrols of the site by staff.	
	4. Risk of interference with children by staff.	2	1	2	NO	4. Visits by educational parties are designed to avoid scenarios in which staff may have sole access to children.	
	5. Emergency evacuation	2	2	4	NO	5. Same controls applied to educational groups as other visitors. No special requirements identified. Emergency evacuation procedures reviewed regularly updated and practiced.	
	6. Route to lunch facility	4	2	8	Yes	6. Footpaths along route and pedestrian crossing in Manvers Street	7. Ensure that the school group is properly supervised on route to the lunch facility. 8. Members of staff to wear high visibility vest or jacket

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REASSESSMENT OF RISK AFTER REMEDIAL ACTION TAKEN

WORK ACTIVITY/LOCATION	RESIDUAL HAZARD AFTER REMEDIAL ACTION TAKEN	SEVERITY RATING 1-5	LIKELIHOOD RATING 1-5	RISK RATING 1-25	DETAILS OF ANY FURTHER ACTION OR MONITORING REQUIRED

Risk Rating = Likelihood of Harm x Severity of Injuries

Likelihood of Harm

- 1 Very Unlikely
- 2 Unlikley
- 3 Likely
- 4 Very Likely
- 5 Certain

Severity of Injury

- 1 Minor injury with no time off
- 2 Injury up to three days off
- 3 Reportable injury resulting in over three days off.
- 4 Major injury causing long term absence.
- 5 Death

Action Levels

Rating

Risk

Action

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1 - 9	Low	Action within one month or review later. TRIVIAL TO TOLERABLE.
10 - 15	Medium	Action required. (Within one week). TOLERABLE TO SUBSTANTIAL.
16 - 25	High	Immediate action. SUBSTANTIAL TO INTOLERABLE.

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RISK ASSESSMENT MATRIX

KEY:

	IMMEDIATE ACTION
	ACTION WITHIN ONE WEEK
	LOW PRIORITY TAKE ACTION WITHIN ONE MONTH OR REVIEW IF ACTIVITY CHANGES

		SEVERITY/ CONSEQUENCE				
		1	2	3	4	5
L I K E L I H O O D	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

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